

The seal of the Arizona Criminal Justice Commission is a circular emblem. It features a central figure of a person holding a scale of justice. The words "ARIZONA CRIMINAL JUSTICE COMMISSION" are inscribed around the perimeter, and the year "1982" is at the bottom.

# **ARIZONA CRIMINAL JUSTICE COMMISSION**

## **GRANT PROGRAM ANNOUNCEMENT FOR THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM**

### **CALENDAR YEAR (CY) 2009 COMPETITIVE GRANT ANNOUNCEMENT**

#### **Eligibility**

State, county, local, and tribal criminal justice agencies that meet the qualifications are eligible to apply.

#### **Deadline**

All applications are due by 3:00 p.m. on October 31, 2008.

#### **For Assistance**

If you have any questions about this grant solicitation or are having difficulties with the grant management system, contact Tiffany Ashworth, Grant Coordinator at (602) 364-1168, Kathy Karam, Program Manager at (602) 364-1162 or e-mail ACJC at [Hdcadmin@azcjc.gov](mailto:Hdcadmin@azcjc.gov).

## INTRODUCTION

The Arizona Criminal Justice Commission is publishing this notice to announce the solicitation of the Arizona Residential Substance Abuse Treatment Program (RSAT) for calendar year (CY) 2009. This program is designed to assist state and local governments in developing and implementing substance abuse treatment programs in state and local secure correctional and detention facilities that allow offenders to overcome their substance abuse and prepare for reentry into the community.

At least 10 percent of the total state allocation for CY 2009 grants shall be made available to local correctional and detention facilities for either **residential** or **jail-based** substance abuse treatment programs as defined below.

Agencies that qualify and have previously not received funding under the RSAT program are encouraged to apply.

## ABOUT THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM (RSAT)

**Residential** programs that provide individual and group treatment activities for offenders in residential facilities that are operated by state and local correctional agencies:

- Last at least six and no more than 12 months.
- Provide residential treatment facilities set apart – in a completely separate facility or dedicated housing unit exclusively for use by RSAT program participants - from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Treatment program is designed based on effective scientific practices.
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the RSAT program and post program while they remain in the custody of the state or local government.

Residential RSAT participation should be limited to inmates who have six to 12 months remaining in their terms of confinement so they can be released from prison after completing the treatment program. Inmates cannot be returned to the general prison population.

**Jail-based** programs provide individual or group treatment activities for offenders in jails and local correctional facilities. These programs must:

- Last at least three months.

- Make every effort to separate the treatment population from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Treatment program is designed based on effective scientific practices.
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the RSAT program and post program while they remain in the custody of the state or local government.

Preference will be given to applicants who have established programs and provides aftercare services to residential and/or jail-based program participants. Aftercare services must involve coordination among the residential and/or jail treatment program and other human services and rehabilitation programs, such as education and job training, community supervision, halfway houses, self help, and peer group programs that may aid in rehabilitation. These activities must be coordinated with any Substance Abuse and Mental Health Services Administration (SAMSHA)-funded state- and/or local-funded programs that address the needs of this target population.

## **FUNDING**

The Commission has approximately \$240,000 available in federal funds and is presently making these funds available for multiple grants to be allocated directly to any state and local correctional agency that will achieve the goals of the RSAT program within the two (2) areas listed above.

All applicants must certify that required matching funds up to 25 percent are available at time of application. A grant made under this program may not cover more than 75 percent of the total cost of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how matching funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services.

All projects funded under this program will be for twelve (12) consecutive months starting January 1, 2009 and ending December 31, 2009.

Applicant allocation of awards may be based on any one or all of the following criteria:

- number of offenders projected to be treated;
- average hours offender spends in treatment (i.e. classes, counseling, etc.);
- average cost of treatment, excluding: housing, food, mandatory education, medical treatment, operating supplies, and capital/non-capital expenditures.

To the greatest extent practicable, all products purchased with grant funds should be American-made.

## **ALLOWABLE COSTS**

Funds may not be available in future years; therefore, when requests are made to fund personnel or other ongoing activities or costs, applicants are strongly encouraged to identify future potential funding sources. In addition to the identification applicants should have a plan of sustainability to ensure the program is ongoing beyond the funding availability.

Eligible expenses include personnel, employee-related expenses (ERE), overtime, travel, operating costs, costs related to contractual or consulting services. Equipment associated with project activities may be awarded on a limited basis if funding is available.

## **RESTRICTIONS ON USE OF FUNDS**

RSAT program funds cannot be used directly or indirectly for land acquisition or construction projects.

RSAT program funds cannot be awarded to private prisons or jails.

RSAT program funds cannot be used for evaluation of the program.

Federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, non-federal funds that have been appropriated for the same purpose.

## **REPORTING REQUIREMENTS**

Applicants are required to submit monthly financial reports, quarterly progress reports, performance measure surveys, and an annual narrative progress report. If required, applicants will cooperate fully in any national evaluation efforts required by the federal government.

The following data is required to be supplied by the successful applicant:

- Number of offenders entering RSAT.
- Average treatment cost per offender for RSAT program.
- Of the offenders who completed the program, the number that have remained drug-free during the RSAT program.
- Of the offenders who completed the program, the number that have remained drug-free during the aftercare program.
- Of the offenders who completed the program, the number that have remained arrest-free during the aftercare program.
- Of the offenders who completed the program, the number that have remained arrest-free for one year following release from aftercare (for this indicator, use data from the recent available year).
- Of the offenders who completed the program, the number that have passed drug testing during the current reporting period.
- Number of days RSAT provided.

- Number of days aftercare provided.
- Previously funded RSAT beds continued.
- New treatment beds added with RSAT grant funds.
- Treatment beds funded through other sources, but enhanced with RSAT funded services.
- Average length of stay in the RSAT program in days, for those completing the program.
- Total number of offenders successfully completing the RSAT program.
- Total number of offenders who dropped out of the RSAT program.
- Total number of offenders who were terminated from the RSAT program.

## SPECIAL REQUIREMENTS

Include the following with the application:

- A copy of the last available A-133 audit report or a copy of the letter to the cognizant agency requesting an extension to complete the audit.
- A copy of the applicant's drug testing policy.
- Letter(s) from participating service/treatment provider(s) indicating their intent to participate in the program must be submitted to the Commission with the grant application or follow as soon as available.

## HOW TO APPLY

Review the document *Application Instructions for the Residential Substance Abuse Treatment Program (RSAT)*, which identifies specific guidelines developed to ensure compliance with the application submission requirements.

To access the Arizona Criminal Justice Commission's Grants Management System (GMS) go to <http://azcjc.gov/Grants/GMSIndex.asp>.

**This is a new GMS web-based application; therefore, all users must register prior to log-on.**

The application must be completed on this web site and submitted electronically. If you are having difficulties with the system, please call our office at 602-364-1168 or e-mail us at [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov).

## SCORING PROCESS

Each grant application will be reviewed and scored based on how the project adheres to the program description in this announcement, and the inclusion of pertinent information needed to make a determination that the proposed project is effective and designed on scientific practices.

ACJC staff will prepare and present the proposed allocation plan(s) to the Drug, Gang, and Violent Crime Committee of the Commission for review in November 2008. The Committee will present a recommendation regarding the allocation plan(s) to the Criminal Justice Commission for review and

final action also in November 2008. The proposed allocation plan(s) will be made available to all applicants in the meeting agenda.

Funds will be disbursed to agencies in accordance with the Commission's final approved allocation plan for the grant period of January 1, 2009 through December 31, 2009.

The proposed allocation plan(s) will be based on the following criteria:

1. Project fall within the *Residential Substance Abuse Treatment* guidelines. (**pass/fail**);
2. Submission of application on time. (**pass/fail**);
3. Problem statement identifies the need for services in the community and is supported by statistical data that supports the identified problem;
4. The program adequately addresses the problem in the community;
5. Coordinated efforts with other criminal justice agencies, and/or community organizations, and/or service providers;
6. Program's ability to meet the overall goals of the program, including measurable, realistic, and achievable project objectives;
7. Mechanism established to evaluate the project (performance measures) are identified and are appropriate;
8. Budget costs are reasonable and allowable. Matching funds are included in the budget request;
9. Appropriate internal controls are in place to adequately administer the award; and
10. Projects previously funded have met the requirements of the grant including timely reporting with no reportable deficiencies during site visits.

Staff may provide additional information to help the Commission make funding decisions. This information may include, but is not limited to, achievement of past goals and objectives or outcomes.

## Scorecard –RSAT Grant Application

Applicant Agency: \_\_\_\_\_

1. Is the project eligible under the RSAT program guidelines? **Yes/No**
  2. Was the application received on time? **Yes/No**
  3. If Yes, is the application complete with the requested information included? **Yes/No**
- If the answer to either question is “No,” the application is disqualified and should not be scored further.

Scorecard				
Category	Description	Valuation	Maximum Possible Score	Actual Score
Problem Statement	The problem statement identifies the need for services in the community and is supported by statistical data that supports the identified problem.	Judgment	15	
Project Description	The project adequately addresses the problem in the community.	Judgment	15	
Collaborative Efforts	The project coordinates efforts with other criminal justice agencies and community organizations.	Judgment	10	
Goals And Objectives	The measurable outcomes selected are appropriate for the project, and numbers and percentages provided are reasonable and achievable.	Judgment	20	
Evaluation Plan	Mechanisms to evaluate the project (performance measures) are identified and are appropriate.	Factual	10	
Budget	Budget costs are reasonable and allowable. Matching funds are included in the budget request.	Factual and Judgment	10	
Internal Controls	The applicant has appropriate internal controls to adequately administer the award.	Judgment	5	
Performance History	Projects previously funded have met the requirements of the grant including timely, accurate submission of reports and no reportable deficiencies during monitoring reviews.	Factual	15	
Aftercare priority	Priority will be given to projects that have an aftercare component established.	Factual	10	
Total:			110	

## **APPEAL PROCESS**

Applicants may pursue a two-step appeal process if their application is denied. If an application is not included for funding in the initial proposal, the applicant may verbally appeal to the Committee.

At that point, the Committee will either accept the staff proposal and recommend the proposal to the Commission or make changes and recommend the revised proposal to the Commission or table the proposal for further study. If an application is not recommended for funding by the Committee, the applicant may verbally appeal to the Commission. The Commission can approve the recommendation of the Committee, or make changes to the Committee proposal, or table the proposal for further study. The vote of the Commission is the final step of the process and no further appeals will be granted.